



DEPARTMENT OF CONSERVATION

OFFICE OF MINE RECLAMATION

801 K STREET • MS 09-06 • SACRAMENTO, CALIFORNIA 95814

PHONE 916 / 323-9198 • FAX 916 / 322-4862 • TDD 916 / 324-2555 • WEB SITE conservation.ca.gov

Department of Conservation California Abandoned Mine Lands Forum

Final Charter adopted September 24, 2005
Revised December 14, 2005

I. Background: The California Abandoned Mine Lands (AML) Forum was formed in November of 2002 in response to the need for a single Forum to discuss cross-cutting, statewide abandoned mine lands issues. Some funding in support of this Forum has been generously provided by the California Bay-Delta Authority (CBDA) but is due to end in September 2005. New AML Forum facilitator Mary Kay Lahay of Lahay & Associates has recommended that this is a good time for Forum's members and sponsor(s) to reexamine the Forum's stated purpose and objectives. She also suggested we evaluate how the meetings are run and possible improvements in order to maximize the members' desired outcomes. Since CBDA funding is ending in September 2005, Lahay also suggested that the new sponsor/funding source and any implications be addressed as part of this new Charter process as well.

AML Forum members have held a brief discussion of what they want out of this Forum and how meetings might be improved to get there. This draft Charter is based in part on that input and will be presented to the membership at the Aug 24, 2005 meeting for review, editing as necessary and final approval.

II. Forum Purpose: The California AML Forum shall provide a forum for professionals from all levels of California government and other stakeholders including concerned citizen groups and environmental consultants, to share knowledge, resources and technical and financial solutions that lead to better abandoned mine remediation. Specifically, the Forum will:

1. Represent the diversity of interests in abandoned mine remediation in California and identify areas of common concern within which to take group action.
2. Take a leadership role in planning ways to address high priority areas identified by the group. This includes identifying opportunities to collaborate and/or forming partnerships in order to get the job done.
3. Advance professional/technical knowledge by exchanging "Lessons Learned" experiences, approaches and essential ideas related to evolving AML initiatives and policies.
4. Support a more efficient and effective implementation of programs and tools used to address California's abandoned mine land problems.
5. Use its website to record this group's work and to further relevant information dissemination to all parties interested in California's abandoned mine lands remediation work.
6. Provide input to develop criteria for selecting and addressing abandoned mine sites for remediation.

III. Authority: This Forum is a “discussion” group only. Each participating agency retains final authority and responsibility for final decisions affecting its own programs.

IV. Charter Review and Approval: If approved, this charter supercedes all previous rules for the California AML Forum and becomes effective September 2005. The Forum’s Charter will be evaluated and, if necessary, updated annually to insure it meets the needs of the evolving Forum membership.

V. Forum Duration and Resources: The California Department of Conservation’s Office of Mine Reclamation will provide ongoing funding and staff support for this Forum until such time as budgetary constraints prevent or the Forum’s membership chooses another funding sponsorship option. This Forum is an informal group, without a budget, committed to providing programs free of charge. Other state, Federal, or local programs, associations and Forum participants may contribute additional resources, including in-kind contributions needed to conduct Forum programs. This Forum shall exist until DOC’s OMR and a majority of Forum members agree to disband the group.

VI. Forum Membership Structure: All State of California or private sector employees (past and present) that serve or have served in any capacity related to California Abandoned Mines Remediation work. Government contractors may participate in Guiding Committee teleconferences and meetings, but not officially serve on the Forum’s Guiding Committee.

- A. **Members:** Any individual whose name, agency, title, phone number, address and e-mail contact information is on the most recently updated Forum communications list. This Forum will attempt to make key decisions within their Purpose Statement above by consensus whenever appropriate.
- B. **Member Viewpoints:** Forum members participate as individuals who have partnered to promote successful accomplishment of joint endeavors and to add their individual contributions to a common unified voice. However, Forum members also represent their agency, and should actively serve as a strong communication conduit between the Forum and others within their agency about all aspects of abandoned mine remediation that could benefit the community. In other words, we encourage Form members to share not only individual positions, but to represent opinions and beliefs of their colleagues as well.
- C. **Guiding Committee:** A Guiding Committee consisting of the primary DOC Forum representative, at least three but no more than six Forum members who volunteer to serve annually who represent public sector agencies (State, Federal, City, or County), and the Forum’s outside facilitator. This Committee as a whole shall be responsible for:
 - 1. Developing possible agenda items for future Forum meetings.
 - 2. Leading or appointing leaders and assist in recruiting volunteers for any ad hoc working groups the Forum agrees to convene.
 - 3. During the full Forum meeting and any Guiding Committee meetings, the Forum’s facilitator will establish a clear context and structured framework for discussions, and help maintain a comfortable meeting climate that promotes trust and respect among Forum and Guiding Committee members.”
- D. **Forum Ad-Hoc Workgroups:** This Forum may choose to appoint certain ad-hoc work groups to address specific actions the group at large wants to take. Ad-hoc leaders can be nominated by any member, but will be recruited by the Guiding Committee if necessary. The workgroup leaders coordinate all activities of the ad-hoc workgroup and bring forward recommendations, issues and positions to the Forum for consideration. Workgroups will be chartered for specific purposes and their charters reviewed, modified and re-authorized annually as appropriate.

E. Forum Member Roles and Responsibilities:

1. Attend meetings on a regular basis, and participate actively in ensuring meetings and ad-hoc groups are addressing the stated Forum purposes.
2. Be open-minded and respectful of people sharing different opinions. Participate in consensus decision-making process for significant Forum decisions. Consensus does not mean 'majority rule' or 'unanimous.' It means that all members are in at least 80% agreement with the final decision and willing to support its implementation 100%. (i.e., It may not have been my preferred solution, but my ideas and those of others were solicited, expressed and listened to in an open discussion prior to the group's decision.)
3. Communicate about Forum issues and information within your own organization, keeping colleagues well informed as well as bringing their ideas forward.
4. Work as a team member to address the responsibilities of the group.
5. Be responsive to guidance from outside facilitators hired by DOC.
6. Respond promptly to requests from DOC for information or input.

F. DOC Staff Support Roles and Responsibilities:

1. Forum Historian: Serve as the Forum's institutional memory; keep its history up-to-date and maintain all Forum activity documentation (meeting minutes, agendas, programs, correspondence, etc.).
2. Membership Coordinator: Maintain the Forum mailing list; serve as the Forum's central communication point for disseminating information to membership and other interested stakeholders.
3. Webmaster: Work with the Guiding Committee and Forum members to e-post all information that may be of benefit to Forum members and other interested stakeholders, including, but not limited to: program information, administrative information; links to resources and partner groups, and on-line archival materials.

VII. Forum Meetings:

- A. **Schedule** This Forum shall meet quarterly on the third Wednesday of the designated months. The Forum is dedicated to half-day meetings to maximize full attendance.
- B. **Agenda**: Meeting agenda items shall be solicited from the membership and agendas finalized by DOC's Forum representative with input from the Guiding Committee members. Agendas shall reflect the Forum members' interest in balancing presentations with collective problem solving in areas of common concern.

Programs: The Forum may provide opportunities for dialogue on as many issues as appropriate through its workgroups. It may partner with other organizations and associations to jointly sponsor programs as appropriate. The Forum is committed to providing a variety of programs based on membership preferences. If presentations are given, presenters are asked to focus more on "Lessons Learned" from their projects in order to further increased technical project improvements across Forum membership.